

CIRCA ART Ltd

Job Specification: Content Producer

Start Date: December 2021

FT/PT: Full Time Position

Hours: 10am-6:00pm

Location: CIRCA Studio in Bethnal Green, London (remote working possible)

Salary: TBD upon experience

CIRCA is an art and culture platform with purpose. We stop the clock on global billboards every evening at 20:21, mobilising the world's greatest creative minds to broadcast unique works of art that consider our world circa 2021.

Each month, we sell time limited and affordable prints by our exhibiting artists to generate funds for the #CIRCAECONOMY initiative - a circular model we designed to support our free public art programme and create life-changing opportunities for the wider creative community.

Since launching in October 2020, CIRCA has commissioned new work from rising and established names including Ai Weiwei, Cauleen Smith, Eddie Peake, Anne Imhof, Patti Smith, Tony Cokes, Emma Talbot, Vivienne Westwood, James Barnor, and David Hockney, across screens in London, Milan, New York, Seoul and Tokyo.

CONTENT PRODUCER

CIRCA is looking for a multi-skilled and passionate Content Producer to further build the on-screen and online presence of our fast growing digital platform. This hybrid role requires you to lead on the production of next level content in a fast paced environment, made with social impact in mind. You will confidently manage multiple content projects within a small, ambitious and dynamic team and ensure that project delivery requirements are not only met but met with excellence.

Working with a different artist each month, you are excited to produce artist-specific and general digital content that puts CIRCA at the forefront of innovation, and drives engagement and interaction online. As a visual communicator with an edge, you think both strategically and creatively and aim at producing nothing less than the best digital content. A CIRCA ambassador, you thrive working under pressure and take pride in being part of a team that is recognised around the world for delivering iconic and pioneering work with a purpose.

Most importantly, you are excited by the prospect of shaping culture within a small and driven team. You are motivated by the values set out within our manifesto and feel inspired by the positive work we do with the #CIRCAECONOMY.

KEY RESPONSIBILITIES

- Work closely with Creative Director to proactively clarify requirements and deliverables;
- Develop compelling and creative ideas for storytelling and content;
- Define project scope, including timeline, resources, work hours, and external costs;
- 360 asset production: direct, shoot (photo, video & motion), edit, post-production;
- Investigate and develop new content creation models;
- Work closely together with Marketing & Communications manager to create, execute and manage web & social media content plan;

- Manage production on Asana for assigned projects;
- Clearly communicate project status with multiple stakeholders and ensure all deliverables meet their expectations to the highest possible standards.

SKILLS & QUALIFICATIONS

- 3+ years of content production experience (e.g. cultural platform, advertising agency, in-house marketing department, magazine/editorial/publishing group, or production company);
- Portfolio of work that demonstrates production and post-production experience;
- Bachelor's degree or equivalent professional experience;
- Strong knowledge of current events, pop culture, video, web and broadcasting content;
- Strong organizational and time management skills with the ability to set priorities, multi-task, and meet deadlines;
- Strong communication skills, both written and verbal
- Must be able to negotiate estimates on jobs as well as stay on budget and follow through with all legal requirements;
- Ability to think strategically and execute methodically;
- Desire to work in a fast-paced environment where continuous innovation is expected;
- Experience with project management applications and understanding of production tools (Wordpress, Sked, Asana, Google Workspace, Premiere Pro, Adobe CS a.o.).

CIRCA is proud to be an equal opportunities employer who does not discriminate against any employee or job applicant because of race, colour, religion, national origin, sex, physical or mental disability, or age

We look forward to hearing from you! Please send your CV and cover letter to: rozi@circa.art